



## ADMISSIONS PROCEDURES FOR GRADUATE STUDIES – FILIPINO APPLICANTS

Document Reference: EOMS-CSA-PRC-016

Revision Number: 001

Confidentiality Level: Public

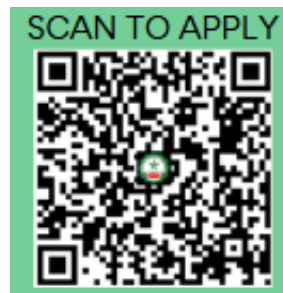
Approval Date: May 20, 2026

Review Cycle: Yearly

Effectivity Date: June 15, 2026

### STEP 1: APPLICATION

- Create your DLSU-D Admissions Portal account through this link <https://admission.dlsud.edu.ph/admission/login.aspx> or scan the QR code at the side.
- Fill out the required fields in your admissions account and upload the following pre-admission documents:
  - Latest 2"x2" photo with name tag on white background
  - PSA-issued birth certificate
  - PSA-issued marriage certificate (for married female applicants only)
  - Latest fit to study Certificate (for applicants with a declared disability).
- Submit your online application to generate your DLSU-D application form



### STEP 2: VALIDATION

- Submit the following pre-admission requirements via email to the **College of Professional and Graduate Studies (CPGS)** or to the **School of Governance, Public Service, and Corporate Leadership (SGPSCL)**:
  - Accomplished DLSU-D application form (click the "Download Application" button to save a copy of your application form for your records):
    - Application Letter
    - Transcript of Records
  - Use the subject line: "GS Applicant TERM \_\_\_ SY\_\_\_" (e.g. GS Applicant TERM 1, SY 2026-2027)
  - For the programs under **Engineering and Architecture; Languages, Social Sciences, and Psychology; Mathematics and Sciences; and Information Technology**, please email the Dean of CPGS at [cpgsdean@dlsud.edu.ph](mailto:cpgsdean@dlsud.edu.ph). Kindly include the CPGS Secretary ([cpgssecretary@dlsud.edu.ph](mailto:cpgssecretary@dlsud.edu.ph)) in the CC.
  - For the programs under **Business Management; Education; and Criminal Justice**, please email the Vice Dean of CPGS at [cpgsvicedean@dlsud.edu.ph](mailto:cpgsvicedean@dlsud.edu.ph). Kindly include the CPGS Secretary ([cpgssecretary@dlsud.edu.ph](mailto:cpgssecretary@dlsud.edu.ph)) in the CC.
  - For programs under the School of Governance, Public Service, and Corporate Leadership, please email the Director of SGPSCL at [sgpscldirector@dlsud.edu.ph](mailto:sgpscldirector@dlsud.edu.ph). Kindly include the SGPSCL Secretary - ([sgpsclsecretary@dlsud.edu.ph](mailto:sgpsclsecretary@dlsud.edu.ph)) in the CC.
  - After submitting the pre-admission requirements, a representative from CPGS or SGPSCL will contact you for an initial evaluation and provide further instructions.
  - Only applicants who pass the initial evaluation will be eligible to proceed to the next stage of the admissions process.

### STEP 3: EXAMINATION

- Pay the non-refundable and non-transferable **₱1,500.00** application fee.
- Click **"Proceed to Payment Portal"** (if the page does not proceed, turn off your popup blocker on your browser)
- From the Payment Portal select **"Payments"** (upper left on laptop/PC device and upper right on mobile device)
- then click PAY.

You may choose on any of the following:

- **MAYA** (debit card and credit card)
- **QRPH** (e-wallet and online banking)

- Check the Payment Portal for a "Paid" status after a successful payment.

**Note:** "If the payment process does not suit your convenience, please use the alternative option."

- Bills Payment (via online banking apps or over-the-counter bank transaction)
- Bank: Union Bank (Merchant name: DLSU-Dasmariñas)

Prepared by:  (Sgd) Ms. Carolyn R. Jardiniانو Associate Director, ATU	Reviewed by:  (Sgd) Mr. Romano Angelico T. Ebron Director	Approved by:  (Sgd) Dr. Mary Felidora Florinor M. Amparo Vice Provost for Academics
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- Examination details and instructions will be available on your DLSU-D Admissions Portal within three (3) working days.
- Take the DLSU-D Student Admissions Test (**DSAT**).
  - *DLSU-D Alumni (Undergraduate level) are exempted from taking the DLSU-D Student Admissions Test (DSAT), subject to verification of requirements submitted.*

### STEP 4: DELIBERATION

- Access DSAT results through DLSU-D Admissions Portal after seven (7) working days.

### STEP 5: CONFIRMATION

- Check your DLSU-D Admissions Portal account within three (3) working days for confirmation updates.

### STEP 6: ENROLLMENT

- Scan the QR code to see the list of documentary requirements.
- Submit the documentary requirements to the Office of the University Registrar during the designated schedule.
- Follow the enrollment schedule and procedures in the DLSU-D Admissions Portal.



Prepared by:  (Sgd) Ms. Carolyn R. Jardiniano <i>Associate Director, ATU</i>	Reviewed by:  (Sgd) Mr. Romano Angelico T. Ebron <i>Director</i>	Approved by:  (Sgd) Dr. Mary Felidora Florinor M. Amparo <i>Vice Provost for Academics</i>
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